

Thanks to the Hartford Foundation for Public Giving and the Friends of the Library.

- Class size is limited to 10.
- Basic keyboarding skills and familiarity with Windows is required.
- Reservations are required.
- Registration begins two weeks before each class is scheduled.
- **Proficiency using a mouse is required for all classes, except the Basic Computer class.**

Basic Word

December 9 - 10 a.m.
January 5 - 6:30 p.m.
March 9 - 6:30 p.m.
June 8 - 6:30 p.m.

Intermediate Word

December 16 - 10 a.m.
January 12 - 6:30 p.m.
March 23 - 6:30 p.m.
June 22 - 6:30 p.m.

Basic Excel

December 8 - 6:30 p.m.
January 6 - 10 a.m.
February 9 - 6:30 p.m.
May 4 - 6:30 p.m.

Intermediate Excel

December 22 - 6:30 p.m.
January 13 - 10 a.m.
February 23 - 6:30 p.m.
May 18 - 6:30 p.m.

Basic Computers

February 10 - 10 a.m.
March 10 - 10 a.m.

Basic Computers

April 7 - 10 a.m.
May 5 - 10 a.m.
June 2 - 10 a.m.

Basic Email - Yahoo

January 4 - 10 a.m.

Basic Email - Google

February 17 - 10 a.m.

Intermediate Email - Yahoo

March 31 - 10 a.m.

Intermediate Email - Google

May 12 - 10 a.m.

- Call 860-665-8700 to register.
- If you register for a class and do not show up, or fail to give 24 hours notice by calling 860-665-8700, you will need to wait 60 days before you can register for another class.
- All classes are two hours.
- All Excel, PowerPoint and Word programs are the Microsoft Office 2003 version.

LinkedIn

March 21 - 6:30 p.m.
June 13 - 6:30 p.m.

LinkedIn - Intermediate

April 11 - 6:30 p.m.

Basic PowerPoint

February 14 - 6:30 pm.
May 16 - 6:30 p.m.

Intermediate PowerPoint

February 28 - 6:30 p.m.
May 23 - 6:30 p.m.

Picasa (two part class)

10 a.m.

April 14 & April 28

June 9 & June 23

Advanced Mail Merge with Word

March 28 - 6:30 pm.
April 25 - 6:30 p.m.

Be a Google Geek

April 6 - 10 a.m.

Be Your Own Travel Agent

April 27 - 10 a.m.

Know the Company

April 26 - 10 a.m.

Be a Smart Consumer

May 19 - 10 a.m.

Lucy Robbins Welles
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<http://www.newingtonct.gov/library>

Basic Email – Learn how to create a free, personal Email account that you can use anywhere. This class is for people who have no Email account set up.

Intermediate Email - Learn how to manage your contacts, attach files and create folders. This class is for people who already have an Email account set up.

Microsoft Excel 2003 – Basic - Topics include: creating, opening, basic formatting, printing and saving of spreadsheets, also provides an overview of the menu structure and layout of Excel.

Microsoft Excel 2003 – Intermediate - Topics include: sorting, filtering, using formulas and auto sum, creating charts, headers and footers and exporting charts. Experience with Excel is required.

Microsoft Word 2003 – Basic - Topics include: creating and opening documents, basic formatting of text, printing and saving documents. The basic class also provides an overview of the menu structure and layout of Word.

Microsoft Word 2003 - Intermediate - Topics include: page setup, margins, advanced formatting, table and column creation, as well as managing tabs and indents. Experience with Word is required.

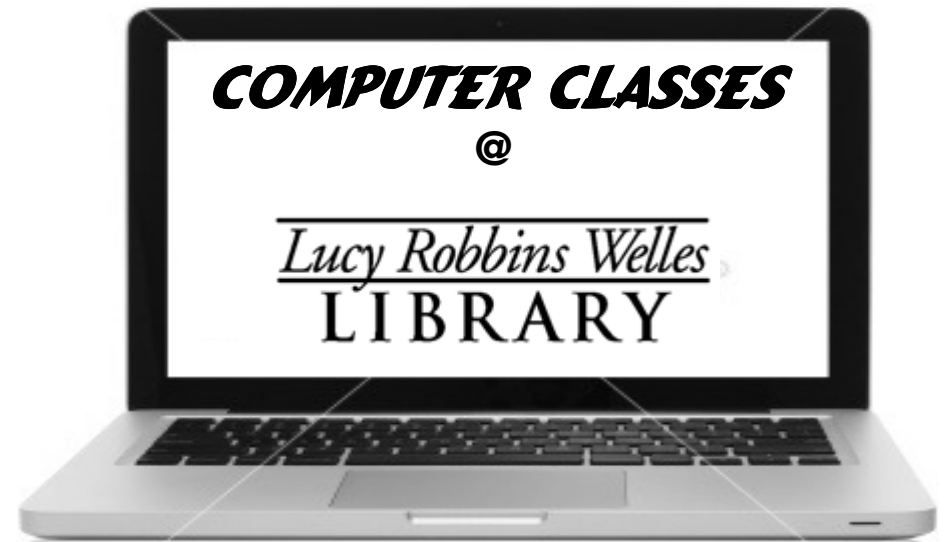
PowerPoint 2003 – Basic - Learn how to create a presentation from scratch. Topics include: how to add text and format, add notes, change slide transition and more.

PowerPoint 2003 - Intermediate - Learn how to access and use online templates, insert, customize and automate graphic elements and insert and time music and sounds. Experience with PowerPoint is required.

Basic Computers - For those with little or no experience using a computer. Learn the basics of computer terminology, how to maneuver in Windows and use a mouse.

Advanced Mail Merge with Word - Learn how to create mailing lists, pre-addressed envelopes, personalized letters and more.

Picasa - Get acquainted with Picasa, a free and easy to use photo editing software from Google. Learn how to manage photos, improve and retouch photos, use facial recognition to locate photos, create collages and more. This is a two part class.



See inside for more information

Class Descriptions

LinkedIn - Introduction - Learn how to establish a user profile, improve your visibility with key words and best practices for inviting and contacting other users and more.

LinkedIn - Intermediate - For people who already have LinkedIn accounts and want to learn how to use the more advanced features.

Be a Google Geek - Learn how to use the Google search engine to locate information on the Internet.

Preparing for the Job Interview: Know the Company - Learn how to research the library's databases and the Internet for company information.

Be Your Own Travel Agent - Learn about travel sites available on the Internet to plan your next trip.

Be a Smart Consumer - Learn about the library's databases and Internet sites that help you save money and make wise buying decisions.